

Columbus Mayor's Advisory Council on Disability and Accessibility (Columbus MACDA)

BYLAWS

Article I. Scope

- **Mission Statement**

To work toward inclusion and empowerment of people with disabilities by promoting coordination, communication, and cooperation within the Columbus community.

- **Purpose**

The main purpose of the City of Columbus Mayor's Advisory Council on Disability and Accessibility is to provide the means to strengthen public understanding of the needs of persons with disabilities and to ensure that all citizens with disabilities have equal access to the resources and opportunities offered by the City of Columbus.

Article II. Definitions

- **Sub-Committees**

- A committee created by the Advisory Council to investigate and report to the Advisory Council regarding matters related to their assigned area of interest. All committees will continue to exist unless terminated by the Advisory Council.

- **Ad-hoc Committees**

- A committee created by the Advisory Council Chairperson for the performance of a specific task as directed by the Advisory Council Chairperson. Once that specific purpose is completed, the ad-hoc committee is dissolved.

- **Quorum**

- The percentage of active members who must be present in order to call a vote.

Article III. Membership of the Advisory Council

- **Requirements and Composition**

- The Advisory Council shall be composed of (9) nine voting members, not including ex-officio members.
- The Advisory Council members are appointed by the Mayor. The members shall include a minimum of (50) fifty percent persons with disabilities and represent a wide range of disabilities. Qualifications of Members include but are not limited to:
 - Adults with disability
 - Parents/caregivers of a person with disability
 - BCSC Schools Special Education department staff members.
 - Columbus residents with interest in promoting the issues that affect persons with disability.
 - Person associated with a business affiliated with disability services.
 - All persons serving on the Advisory Council must be residents of the City of Columbus, Indiana.
- Ex-Officio Members:
 - In addition to the membership defined above, the following ex-officio members should be included: at least (1) one member from the Engineering Department Staff, (1) one member from the Planning Commission or Staff, and (1) one member from the Human Rights Commission or Staff, and (1) one member from Parks and Recreation.

- Except for the original members of the Advisory Council, members of the Advisory council shall serve two year terms and shall be appointed in such a manner so as to serve overlapping terms.
- Two of the original members of the Advisory council shall be appointed to serve one-year terms, two of the original members of the Advisory council shall be appointed to serve two-year terms, and the remainder of the original members of the Advisory council shall be appointed to serve three-year terms.
- Members of the Advisory council may be reappointed.
- **Term**
 - Length of Term on the Advisory Council: Each member shall be appointed for (2) two years.
 - Effective Dates: All Advisory Council terms begin on the first day of January, and end on the thirty-first day of December. The end date of a term shall not be affected by resignation and replacement of an Advisory Council member.
 - Resignation and Replacement: Should an advisory council member not complete their term, the Mayor will determine if a replacement should be named. The Executive Committee will provide the Mayor with recommendations and the Mayor will appoint a replacement to complete the vacated term. Consecutive Terms: Reappointment is at the sole discretion of the Mayor. There is no limit on the number of terms.
- **Roles & Responsibilities**
 - **Duties**
 - Each member of the Advisory Council shall be responsible for furthering the mission and purpose of the Advisory Council.
 - Each member who does not hold an office must be an active participant of one committee.
 - **Attendance**
 - It shall be the duty of all Advisory Council members to attend all Advisory Council meetings. If a member cannot attend a meeting he or she shall notify the Chairperson, or Secretary
 - If any Advisory Council member misses (2) two scheduled Advisory Council meetings without calling to report his or her absence, that member will be contacted in writing by the Chairperson of the council. The Executive Committee will determine the future participation of that member and make a recommendation to the Mayor. Removal from the Council could result.
 - **Voting**
 - Each member will have (1) one vote in all matters brought before the Advisory Council or a committee.

Article IV. Officers

- **Titles**
 - The Advisory Council shall consist of (3) three Officers: Chairperson, Vice-Chairperson, and Secretary.
- **Selection:**
 - **Advisory Council**
 - All officers shall be chosen from the membership of the Advisory Council.
 - **Sub-Committees**
 - The Chairperson of each committee shall be appointed by the Chairperson of the Advisory Council.
 - **Ad-hoc Committees**
 - The Chairperson of each ad-hoc committee shall be appointed by the Chairperson of the Advisory Council and shall serve at the discretion of the Advisory Council.

- **Terms**
 - **Chairperson, Vice Chairperson and Secretary** shall hold that office for one year.
 - All terms are to begin on January 1st and end on December 31st.
 - If an officer or member resigns or a new subcommittee is formed after January 1st, the term shall end on December 31st.
- **Resignation and Replacement**
 - **Advisory Council:** If the chairperson resigns, the Vice chairperson becomes Chairperson.
 - **Sub-Committees:** If the Chairperson of a sub-committee resigns, the Advisory Council Chairperson shall appoint a new committee chair.
 - **Ad-hoc committees:** If any officer resigns the chairperson of the Advisory Council shall appoint a council member as a replacement.
 - **Consecutive Terms:** No office shall have a term limitation. However, it is recommended that the Chairperson of the council and the Vice Chairperson of the council serve no more than (2) two consecutive terms.
- **Roles and Responsibilities**
 - **Duties of the Advisory Council Officers**
 - **Chairperson:**
 - Shall coordinate and preside over all Advisory Council meetings.
 - Shall create ad-hoc committees as needed.
 - Shall delegate tasks to all committees as deemed appropriate.
 - Shall attend City Council meetings, and speak on behalf of the Mayor's Advisory Council, if necessary.
 - **Vice-Chairperson:**
 - Shall coordinate and preside over meetings of the Advisory Council in the Chairperson's absence.
 - If the Chairperson resigns or is unable to fulfill the assigned duties, the Vice-Chairperson shall become Chairperson of the Council for the remainder of the vacated term.
 - Shall attend City Council meetings, and speak on behalf of the Mayor's Advisory Council, if the Chairperson is unable to do so.
 - **Secretary:**
 - Shall be present at all meetings of the Advisory Council.
 - Shall record the following information at meetings.
 - Advisory Council attendance including which members have reported that they will be absent, whether a quorum exists, the issues voted on, the number of yes and not on each tallied vote, and shall keep general written notes of the meeting.
 - Shall report to the Chairperson whenever an Advisory Council Member has missed (2) two consecutive meetings without giving advance notice.
 - Shall prepare and distribute meeting minutes.
 - Shall work with the Chairperson and other members of the Advisory Council in preparing the annual report to the Mayor.
 - **Duties of Committee Chairperson:**
 - Shall coordinate and preside over all committee meetings.
 - Shall report to the Advisory Council on findings and recommendations of the committee.

- Shall request approval from the Advisory Council for proposed actions.
- **Voting:**
 - **Member:** No person may have more than (1) one vote. The following persons have authority to vote in the following circumstances:
 - **Quorum:** No vote may be taken without a quorum

Article V. Structure of the Council

- **General Composition**
 - The Advisory Council will include (2) two standing committees: Executive, and Nominating.
 - The chairperson for each standing committee will be one of the three officers of the Advisory Council.
 - No one member shall serve as chair for more than one standing committee or committee at any one time.
 - All other special committees will be included in Article VII of these bylaws and can be amended as necessary.
 - Ad-hoc Committees
 - Shall be established as the Advisory Council Chairperson deems necessary. Membership on these committees is at the discretion of the Advisory Council Chairperson.
- **Executive Committee**
 - The Executive Committee shall be composed of the Chairperson, the Vice-Chairperson, Secretary, and two at-large members.
 - The two at-large members will be voted on by the membership of the Advisory Council.
- **Roles and Responsibilities**
 - The Executive Committee may act on behalf of Advisory Council. The Executive Committee shall meet a minimum of (6) six times each year. Additional meetings can be scheduled as necessary. All actions of the Executive Committee shall be reported at the next Advisory Council meeting.
- **Nominating Committee**
 - The Nominating Committee shall be established each year, prior to the election of officers.
 - The Nominating Committee shall consist of (5) five council members who have been approved by the Mayor
 - The Committee shall recommend to the Advisory Council (1) one person for council Chairperson, (1) one person for council Vice Chairperson, (1) one person for council Secretary, and (2) two members at large for the Executive Committee.

Article VI. Meetings

- **Meetings**
 - Meetings shall be held bi-monthly, (6) times a year as determined by the Executive Committee.
- **Committee and Sub-Committee Meetings**
 - Meetings will meet as directed by the Advisory Council and the Committee chairperson(s) in the months between general membership
- **Notice**
 - Members will receive notice of each general membership regular meeting no less than ten (10) business days before the day on which a meeting is to be held.

- Committee chairpersons will be responsible for notifying committee members ten (10) business days prior to any meeting. In the event that the secretary or committee chairperson cannot fulfill this duty, Human Rights Commission staff will be responsible for notification. All meeting notices shall state the general nature of business to be transacted, the day, time and place of such meeting, and by what authority it is called.
- **Special Called Meetings**
 - Special called meetings of the entire membership shall be held at the call of the chairperson.
 - Special called meetings will only be called in the event of a time-sensitive matter.
 - The chairperson will be responsible for notifying the membership of a special meeting (5) five business days before the day on which the meeting is to be held, whenever possible. The meeting notice shall state the general nature of business to be transacted, the day, time and place of such meeting, and by what authority it is called.
- **Quorum**
 - A simple majority shall be present to transact official business of the Council.
- **Participation of Non-members**
 - Non-members are welcome to attend and observe advisory meetings.
 - Participation in discussion will be time-limited to three (3) minutes and only upon recognition by the chairperson. Time may be extended by motion from any advisory council member and a majority vote by the membership present.

Article VII. Sub-Committees

- **Sub - Committee Structure**
 - The Advisory Council shall establish committees as needed.
 - Any officer of a committee must be an appointed member of the Advisory Council.
 - Otherwise, membership of a subcommittee is not restricted to Advisory Council members.
 - Every committee must consist of at least three (3) people
- **Sub – Committees**
 - **Public Works Committee**
 - This committee's mission is to keep the Advisory Council informed about issues that affect the disabled community. This committee will include at least consist of one member of the Engineering Department and one member of the Planning Department.
 - **Emergency Planning**
 - This committee's mission is to support the emergency planning and disability communities as they identify resources to prepare for emergencies, and to educate individuals with disabilities about preparing for and responding to emergency situations.
 - **Deaf and Deaf-Blind Community Access**
 - This committee promotes equal opportunity by working with the Deaf, Deaf-Blind and Hard-of-Hearing communities in educating non-profit businesses, private organizations and other agencies.
 - **Accessible Transportation**
 - This committee's mission is to promote accessible public transportation for individuals with disabilities, opening opportunities for residents to live and work where they choose.

Article VIII. Rules and Procedure

- **Amending these By-laws**

- These by-laws may be changed by a majority vote of the Advisory Council membership.
- Written notice of proposed changes must be distributed to the membership (1) one month prior to the voting meeting.
- **Rules of Order**
 - To the extent that they do not conflict with these by-laws, the Advisory Council and all committees and ad-hoc committees shall function in accordance with the Robert's Rules of Order. These rules may be amended by a majority vote of the Executive Committee.
- **Support**
 - The staff of the Human Rights Commission shall provide:
 - Administrative support and serve as Parliamentarian to the council.
 - Shall provide reasonable accommodations as necessary.
- **Reporting**
 - The Advisory Council shall provide the Mayor with:
 - **Minutes**
 - A copy of the minutes of each meeting:
 - **Yearly report**
 - By the 30th of January an annual report of its activities and recommendations from the preceding calendar year.
- **Motions:**
 - **Advisory Council**
 - Only an Advisory Council member may make or second a motion in an Advisory Council meeting.
 - **Executive Committee**
 - Only a member of the Executive Committee may make or second a motion in an Executive Committee meeting.
 - **Committees**
 - Only a member of a committee holding the meeting may make or second a motion in that subcommittee meeting.
 - **Ad-hoc committee**
 - Only a member of the Ad-hoc Committee holding the meeting may make or second a motion in that Ad-hoc Committee meeting.
- **Conflict of Interest**
 - Any Advisory Council or subcommittee member shall recuse him or herself from any activity of the Advisory Council where that member has a conflict of interest.
 - Each Council member shall complete a Conflict of Interest statement before joining the council.
 - **Defined**
 - A conflict of interest is when a member:
 - Has a financial interest adverse to a proposed action of the Advisory Council or,
 - The participation of the member would create the appearance of as defined above.
- **Determination**
 - If a majority of the Advisory Council votes that no conflict of interest exists, the member may continue to participate fully.

- If a majority of the Advisory Council votes that a conflict of interest exists, the member is barred from any further participation on the issue in question.
- If such a vote occurs, the vote of each member shall be specifically recorded.

Article IX. Removal:

Prior to the expiration of a Term of Appointment, members of the Columbus Mayor's Advisory Council on Disability and Accessibility may be removed from said Council by the Mayor only for cause. Cause may include chronic absenteeism, behavior unbecoming a council member or behavior which is counter to the mission of the Council which shall be defined by the Council as part of the Council's operating procedures. If the Mayor removes a member of the Council for cause that is a representative of a community organization, a letter shall be sent to the community organization advising of the removal of the Committee member, and requesting a new appointment be made. Any appointments made to replace a Council member who resigns or is removed by the Mayor shall fulfill the remainder of the unexpired term, and a new appointment shall be made at the expiration of the term.